

DIVISION OF DEVELOPMENTAL DISABILITIES
家庭與社區服務安置另選計畫登記資料庫更新表格
HCBS WAIVER ENROLLMENT DATABASE UPDATE

致：

法定代表

您的另選安置計畫登記請求已於 _____ 被輸入發展殘障服務處家庭與社區服務安置另選計畫(HCBS)的全州資料庫。目前，經審定已確認您符合優先組條件，並需要獲得智障者中級設施看護服務程度之看護服務。

發展殘障服務處必須每年重新評估登記加入另選安置計畫的請求。如您希望我們把您的資訊繼續留在資料庫中，請選擇一條最能反映您目前狀況之陳述。請使用隨附的寫有地址並且郵資已付的回郵信封將此表格寄回。

☐ 我願意讓我的名字繼續留在另選安置計畫登記資料庫中。

☐ 我的情形和狀況與去年相同。

☐ 我的情形和狀況已發生下列變化：

您必須於 _____ 之前與發展殘障服務處聯絡，或將此表格寄回給我們。如果本處得不到您的答覆，您的名字將被從資料庫刪除。

☐ 我不願意讓我的名字繼續留在另選安置計畫登記資料庫中。

如果您有疑問，請聯絡您的個案資源管理員，或者 Denise Dansereau，電話號碼是(360) 725-3426。

個案當事人簽名

日期

法律代表簽名

日期

副本抄送：個案當事人檔案

隨附件：發展殘障服務處家庭與社區服務安置另選計畫(HCBS)指南

FREQUENTLY ASKED QUESTIONS

When is this form used?

This form is used to notify individuals they need to renew their waiver enrollment request..

Who will be sending this notice?

Headquarters will send this notice to the client and their NSA contact on the 10th month of their original enrollment to the database.

When will the individual's name be removed from the database if they do not respond to the letter?

The individual's name will be removed on the last day of the 12th month from the date of placement on the database.

What if their notice goes out late?

Notices sent out late will provide the individual with the same time frame for response as those letters sent out at 10 months.

How can the individual notify DDD of their desire to remain on the waiver enrollment database?

The letter will include a return envelope. The individual can sign and date this letter and return it directly to Headquarters. The individual may also contact their Case Resource Manager directly.

What if they telephone in their request to renew their waiver enrollment request?

The Case Resource Manager will submit an e-mail to the Waiver Program Manager confirming the client and/or their legal representative made a verbal request to renew their placement on the waiver enrollment database.

What if the situation has changed?

Headquarters will notify CRM. The CRM must follow-up by telephone or in person and assess the change in circumstance or condition.

- The contacts and information will be entered into an SER.
- A new waiver enrollment request, DSHS 15-282, must be completed. Completing a Waiver Enrollment Request form requires re-determining priority population and completing a Current Support Needs Assessment.

How will I know if my client has been removed from the database?

Headquarters will notify you when we remove a client name from the database.

What if I contact my family after they have been removed from the database and they wish to be placed back on?

Submit the Waiver Enrollment Request form, DSHS 15-282. Completing a Waiver Enrollment Request form requires re-determining priority population and completing a Current Support Needs Assessment. Their original referral date will be reinstated if the request is submitted within 30 days from the date of removal from the database.